

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)

Application User's Guide

End-of-Year 2004 Submission

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



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Introduction

This guide is intended for the Data Managers and School Administrators at each local school district responsible for the submission of data to the School Infrastructure Database (SID). This guide will explain the process of accessing the SID application as well as how to properly enter and submit data to the SID.

General Information

What information is entered into the SID?

Data submitted by school districts via the School Infrastructure Database include information about safety practices and incidences of crime in public schools, Title I Schoolwide Programs and Dual Enrollment.

When is the SID due?

Your district's SID submission is due to CEPI by June 30, 2004. The SID application will be open for your submission April 1 through 11:59 p.m., June 30, 2004.

Need help with your MEIS Account or Password?

MEIS Account or Password

If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center at (517) 335-0505 or via e-mail at Help-Desk@michigan.gov.

SID Content Information

For questions regarding SID content, please e-mail Help-Desk@michigan.gov or call the DIT Client Service Center at 517-335-0505. A Help Ticket will be created for you so that the appropriate person can answer your question.

Detailed Information about SID

For detailed information about the SID, please visit the CEPI Web site at www.michigan.gov/CEPI, click on MEIS Data Services, and then School Infrastructure Database, and refer to the SID Help Box (see below).

The screenshot shows the School Infrastructure Database (SID) website in Microsoft Internet Explorer. The browser window title is "School Infrastructure Database - Microsoft Internet Explorer". The address bar shows the URL: http://www.michigan.gov/cepi/0,1607,7-113-986_10482--,00.html. The page content includes the CEPI logo, navigation links (Michigan.gov Home, Center Home, Center FAQ, Contact the Center, Site Map), and a search bar. The main content area is divided into sections: MEIS Data Services, SID Overview, SID Data Manual, and SID Help. The SID Data Manual section contains a list of links: SID February 2004 Addendum, SID Data Field Descriptions EOY 2004, and SID Record Layout EOY 2004. The SID Help section contains a list of links: SID EOY 2004 Worksheet, How to Join the SID Listserv, Contact SID, and Browser and System Suggestions. A callout box labeled "SID Help" points to the "SID Help" link in the SID Data Manual section.

SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained on the CEPI Web site at www.michigan.gov/CEPI. Click on MEIS Data Services, then School Infrastructure Database. The SID Data Field Descriptions can be found in the "yellow" box at this site.

SID Data Manual

- [SID February 2004 Addendum](#)
- [SID Data Field Descriptions EOY 2004](#)
- [SID Record Layout EOY 2004](#)

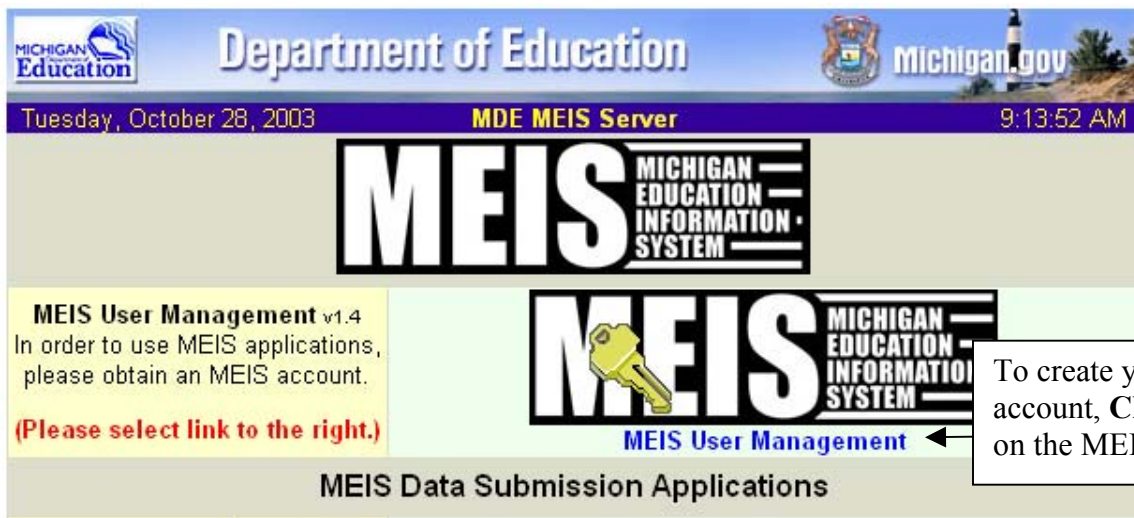
Be sure to print copies of each item listed under SID Data Manual

Authorized User – Your MEIS Account

The SID application is available to authorized users of both the MEIS and the SID Application. To become an authorized user of the SID application, you must first obtain an MEIS account. If you do not have an MEIS account, one may be obtained on the MEIS Web site at www.meis.mde.state.mi.us (screen below). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the DIT Client Service Center at 517-335-0505 or Help-Desk@michigan.gov.

To create your MEIS account number and password go to the MEIS Web site at: www.meis.mde.state.mi.us.



Security Agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from either the MEIS Web site at www.meis.mde.state.mi.us, or from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on MEIS Data Services, then School Infrastructure Database. The Security Agreement is located in the "pink" box, **Submit SID Data to CEPI**. After you have security access to the SID, you are ready to begin.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Click here on the Web site to obtain a copy of the SID Security Agreement.

Accessing the SID Online Application

The SID may be accessed through on the CEPI Web site at www.michigan.gov/cepi. Click on MEIS Data Services, then School Infrastructure Database. Click on the SID Application in the "pink" box.

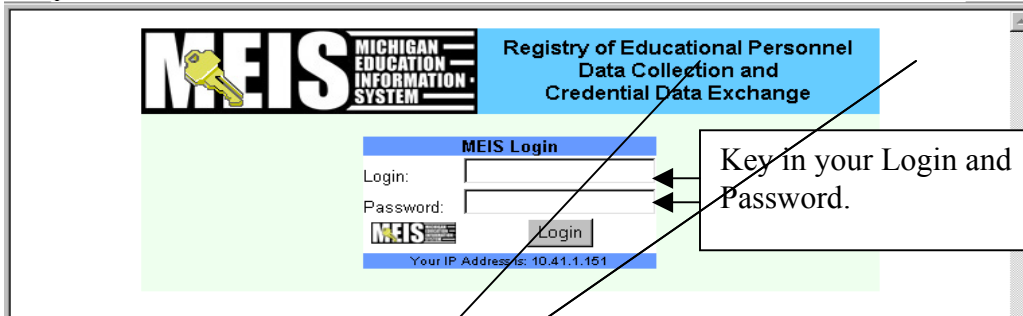
Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Access the SID Application.

MEIS Login Screen

After you click on the SID Application, the following screen will be displayed. Enter your MEIS login and password:



To enter your password into the login screen:

1. Click in the **Login** box.
2. Type your **Login Name**.
3. Press the **Tab** key to go to the **Password** box or click in the **Password** box.
4. Type your **password**.
5. Click on the **Login** button.

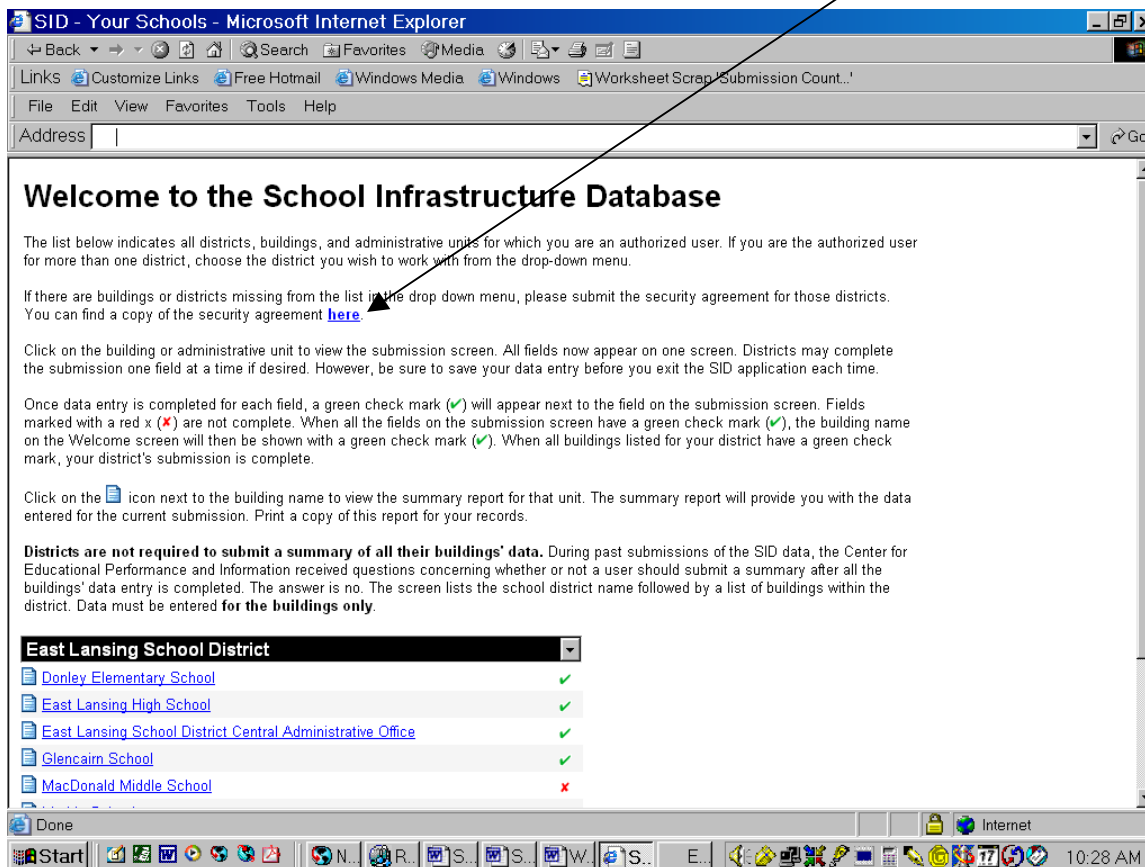
Intermediate School District staff members acting as liaisons between the Michigan Department of Education and their member districts will be assigned logins and passwords by the DIT Client Service Center. If you need more information, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again.

If you have entered your name and password correctly and access is denied, please contact the MDE-CEPI Help Desk at 517-335-0505 or via e-mail at Help-Desk@michigan.gov.

SID Welcome Page

The Welcome Page in the SID contains general information about the SID data submission. It also contains a list of schools that you have been given access to for data submission purposes. If districts or schools that you should have access to are missing from the list, a security agreement will be required for the each district in order to gain access. The Welcome Screen does contain a link to the Security Agreement form.



Each school listed will have a red "x" (✗) following the name of the school. The red "x" (✗) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✓) will appear after the field on the submission screen. After all fields have been submitted for a school a green check mark (✓) will appear next to the school name on the Welcome screen. When all buildings listed for your district have a green check mark (✓), your district's submission is complete. (See illustration on the next page.)

As a reminder, data should be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields will require a numeric response. If a school has no reportable incidents for the school, report a value of zero "0" when a numeric entry is required. Blank fields will be determined as "incomplete."

The RED "X" (✗)

Field 1: School Safety Practices (✗)

Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year

☐ Yes ☒ No Warning codes used to alert faculty of a critical incident

☐ Yes ☒ No Tactical evacuation route for students or entry routes for emergency support teams

The red "x" (✗) indicates that the field submission is not completed.

The Green Check Mark (✓)

Dual Enrollment

Field 33: Tuition and Fees (✓)

Record the amount of tuition and fees paid for by the district for eligible and participating students

Field 34: 11th Grade Eligible (✓)

Record the number of 11th grade students eligible to participate

Field 35: 11th Grade Participants (✓)

Record the number of participating 11th grade students for whom tuition and fees were paid

The green check mark (✓) indicates that the field submission is completed.

School Submission Complete

East Lansing School District

[Donley Elementary School](#)



[East Lansing High School](#)



[East Lansing School District Central Administrative Office](#)



[Glencairn School](#)



[MacDonald Middle School](#)



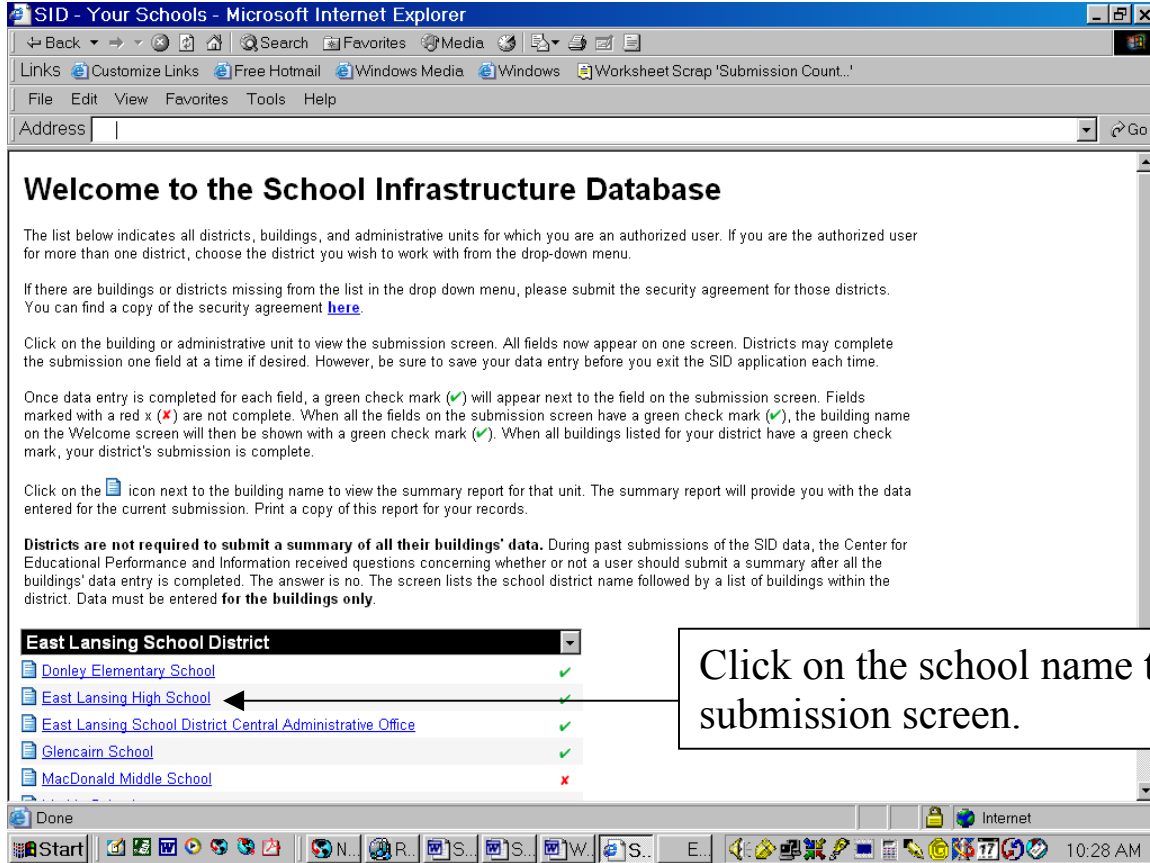
The green check mark (✓) indicates that the school's submission is completed for all the fields in the SID.

The red "x" (✗) indicates that the school's submission is not completed for all fields in the SID.

When all the schools in your district have a green check mark (✓), your submission is completed

Beginning your SID Submission

Click on the building or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.



Verification of the School Code Master (SCM)

When a school is selected from the district list, the School Code Master Verification Page will appear. Please have your School Code Master authorized user verify that the School Code Master information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its School Code Master information is accurate and up to date. The SCM authorized user for your district should verify that the information about your district and schools is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools in the SID application each submission cycle:

School Code Master Verification Page - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Media

Links Customize Links Free Hotmail Windows Media Windows Worksheet Scrap 'Submission Count..'

File Edit View Favorites Tools Help

Address <http://tds.cepi.state.mi.us/SID/include/ScmVerification.aspx?app=SID&entity=1935&building=05798> Go

Attention:

Before entering your data into the SID, please verify that your School Code Master (SCM) information is accurate and up-to-date. The School Code Master is the State of Michigan's database for official building information: building and district codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the School Code Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

Step 1: To verify your district's School Code Master records, please point your browser to <http://www.michigan.gov/scm> and locate your district's information.

Step 2: If any of the information requires updating, please log in to School Code Master as an authorized user and make any necessary changes. If you are not an authorized user for your district, please contact one of the following people (or contact the [MDE/CEPI Helpdesk](#) if these people cannot be located):

Step 3: Once verification of your School Code Master information is completed, you may now continue entering your building's via the SID application. Please click the appropriate button below to confirm your School Code Master verification process:

Authorized User for District Listed

No changes to my SCM data are necessary

All necessary changes to my SCM data have been completed

Arrangements have been made to have my SCM data updated

☐ I have completed the verification process for all my buildings. Please do not show this screen again.

After the authorized user for the district has completed the SCM verification, click on the appropriate selection.

If you have verified that all of your SCM data is correct for all schools in your district, you may check the box at the bottom of the screen "Arrangements have been made to have my SCM data updated." After doing so, you will not see the School Code Master Verification Page again for that school.

Administrative Unit - Sharing Space

If the administrative unit shares space with another school the district may report the administrative unit as such and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school, click on the button shown. The administrative unit will then be marked, with a green check mark, as completed.

East Lansing School District Central Administrative Office

Operating ISD/ESA Number: 33
 Operating District Number: 33010
 School Number: 00000

If this central administrative office shares physical space with another building in your district, click the button below. You will not be required to enter SID data for this unit. If this office does not share physical space with another building, continue entering SID data for this unit.

Office shares physical space with another building

Click here if the administrative unit shares space with another school in the district.

Crime & Safety

Field 1: School Safety Practices (*)
 Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year

After the user clicks on this button, the administrative unit submission will be marked completed. The following screen will appear the next time the user clicks on the administrative unit:

East Lansing School District Central Administrative Office

Operating ISD/ESA Number: 33
 Operating District Number: 33010
 School Number: 00000

This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.

Office does NOT share physical space with another building

Crime & Safety

Field 1: School Safety Practices (*)
 Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year

Shared Space Marked in Error

If the district marks the administrative unit as sharing space in error, simply click the button "Office does NOT share physical space with another building." The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.

SID - Data Entry Form - Microsoft Internet Explorer

Back Forward Stop Search Favorites Media Links Customize Links Free Hotmail Windows Media Windows Worksheet Scrap "Submission Count..."

File Edit View Favorites Tools Help

Address | Go

East Lansing School District Central Administrative Office

Operating ISD/ESA Number: 33
Operating District Number: 33010
School Number: 00000

This central administrative office has been marked as sharing physical space with another building in your district. If you do not submit any SID data for this unit, please click the button below to unselect the shared space option for this unit.

Office does NOT share physical space with another building

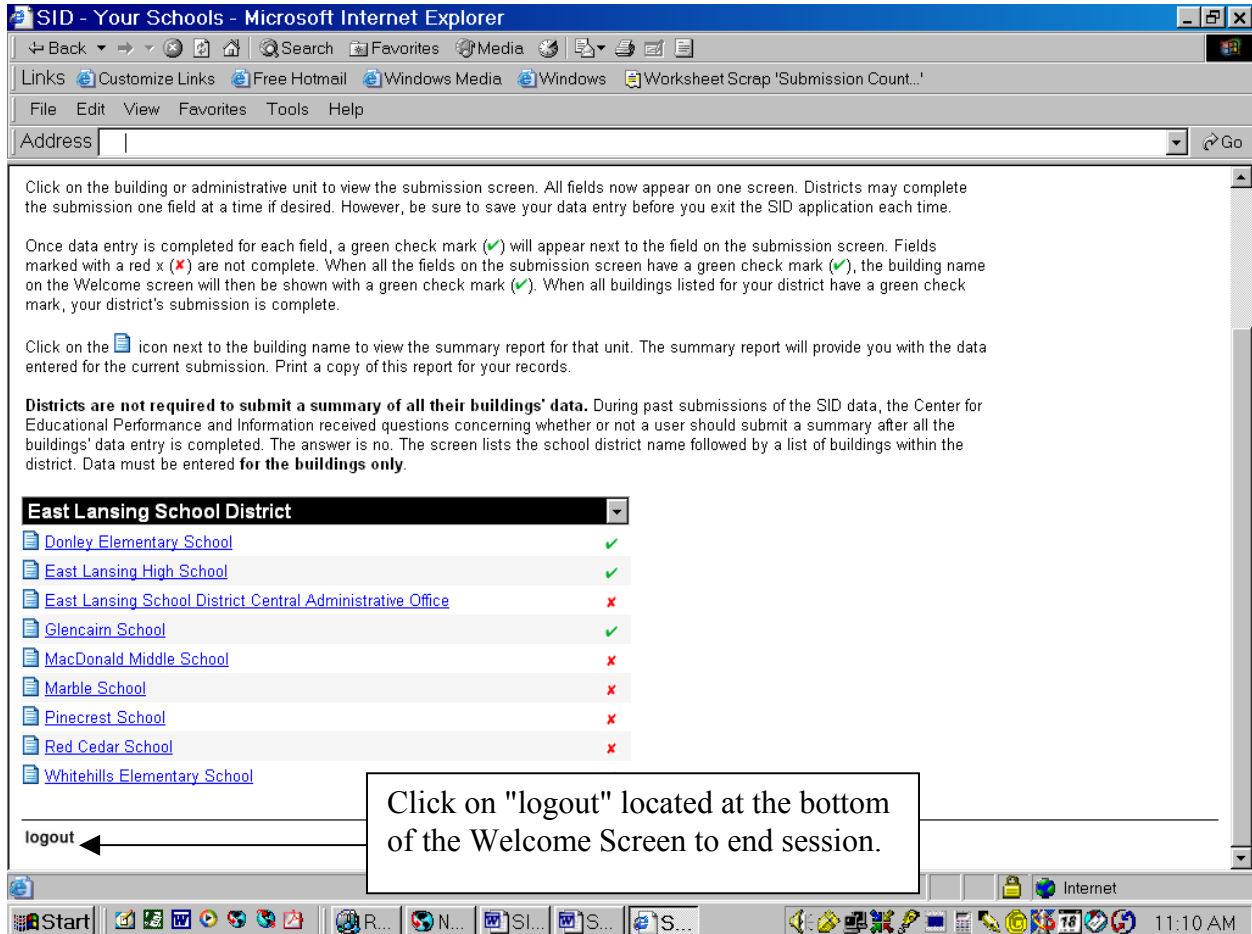
Crime & Safety

Field 1: School Safety Practices (x)
Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year

Click here to unselect the shared space option for the administrative unit.

Ending Submission Session "Logout"

If the user needs to end the submission session, simply click on the word "logout" at the bottom of the submission screen. Before you exit a field be sure to click "save" at the bottom of the submission screen before returning to the Welcome Screen to "logout," so that all data entered will be saved.



Submission Screen

The screen below will appear when you click on the school or administrative unit name. All fields now appear on one screen. Districts may complete the submission one field at a time if desired. However, be sure to save your data before you exit the SID application each time.

SID - Data Entry Form - Microsoft Internet Explorer

Back Forward Stop Search Favorites Media Print Copy Paste Worksheet Scrap "Submission Count..."

File Edit View Favorites Tools Help

Address Go

Crime & Safety

Field 1: School Safety Practices (x)

Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year

- ☐ Yes ☐ No Warning codes used to alert faculty of a critical incident
- ☐ Yes ☐ No Tactical evacuation route for students or entry routes for emergency support teams
- ☐ Yes ☐ No Off-site staging area for assembly and communication at the onset of critical incident
- ☐ Yes ☐ No Emergency communication tree or plan
- ☐ Yes ☐ No Facility blueprints and site plan on file with emergency support team
- ☐ Yes ☐ No Control access to site during school hours (doors locked or monitored)
- ☐ Yes ☐ No Control access to grounds during school hours (gates locked or monitored)
- ☐ Yes ☐ No Students required to pass through metal detectors each day
- ☐ Yes ☐ No Visitors required to pass through metal detectors
- ☐ Yes ☐ No Campus closed for most students during lunch
- ☐ Yes ☐ No Random dog sniffs to check for drugs
- ☐ Yes ☐ No **Random sweeps for weapons**
- ☐ Yes ☐ No Require clear book bags or ban book bags
- ☐ Yes ☐ No Require students to wear badges or picture IDs
- ☐ Yes ☐ No Require staff to wear badges or picture IDs
- ☐ Yes ☐ No Require faculty to conduct student profiling
- ☐ Yes ☐ No Security cameras used to monitor the school
- ☐ Yes ☐ No Telephones provided in most classrooms
- ☐ Yes ☐ No Emergency button provided in lavatories

Done

Start Nov... Re... SI... Doc... Internet 1:41 PM

Select the appropriate radio button for each statement—yes or no.

Section One: Crime & Safety

Field 1: School Safety Practice, Field 2: School Safety Plan, and Field 3: School Prevention Programs

When submitting Fields 1, 2, and 3 a "Yes" or "No" response is required for each item. You must respond with a "Yes" or "No" for each statement by selecting the appropriate radio button.

When all responses are completed for a field, you may continue to the next field or save your data. The save button appears at the bottom of the submission screen after Field 41: Courses Not Completed.

Submit to Database

Districts may submit data to the database after each completion of each field, if desired. As indicated previously, the "Save" button appears after Field 41: Courses Not Completed. If all sections of a given field are submitted, the field will be saved. If the submission is incomplete, an error message will appear (see sample below).

Field 41: Courses Not Completed (✓)

Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21 b(1) that students did not complete

[Save](#)

[return to list of schools](#)

Click the "Save" button to submit your data.

The following screen will appear if the submission is completed for the field:

SID - Submission Results - Microsoft Internet Explorer

Back Forward Stop Search Favorites Media Print

Links: Customize Links Free Hotmail Windows Media Windows Worksheet Scrap 'Submission Count..'

File Edit View Favorites Tools Help

Address: Go

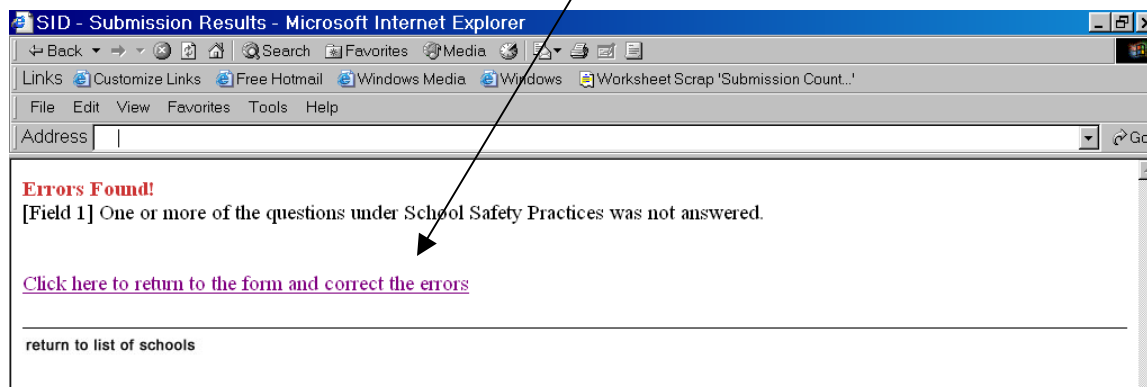
Submission saved successfully!
Your submission has been successfully saved to the SID database.

[return to list of schools](#)

After you have saved the field submission, you may click on "**return to list of schools**" to obtain access to a school for further submission.

Error Message for Incomplete Data Submission

If the data submission is incomplete for a field, the following message will appear when the user clicks on the "Save" button. Click on "**Click here to return to form and correct the errors**," so that the field submission can be completed. All data that was submitted will still appear on the submission screen. After the data entry is completed, click on the "Save" button again to submit the data to the database.



Field 4: School Disciplinary Problems

The Comprehensive School Health and Safety Programs Unit, Michigan Department of Education has clarified the categories in this field by providing ranges for the number of occurrences in each category. Click on the appropriate radio button for each statement in Field 4: School Disciplinary Problems on the submission screen.

Category	Occurrences per 100 students
No Occurrences	(0 per 100 students)
Low	(1-3 per 100 students)
Low-Medium	(4-7 per 100 students)
Medium	(7-11 per 100 students)
Medium-High	(12-15 per 100 students)
High	(over 15 per 100 students)

SID - Data Entry Form - Microsoft Internet Explorer

Back Forward Stop Search Favorites Media

Links Customize Links Free Hotmail Windows Media Windows Worksheet Scrap 'Submission Count...'

File Edit View Favorites Tools Help

Address Go

Field 4: School Disciplinary Problems (x)

Using the scale, indicate the relative frequency with which these types of problems have occurred at your school over the prior school year

No Occurrences	Low	Low-Medium	Medium	Medium-High	High	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student social tensions
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student bullying
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student verbal abuse of teachers
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student misbehavior on bus
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Student insubordination
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student extortion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Widespread disorder in classrooms
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student acts of disrespect for teachers
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Undesirable gang activities
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Undesirable cult or extremist group activities
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Physical attacks or fighting
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Truancy

Click on the appropriate radio button for each statement.

Field 5: Physical Violence/Assaults

The Comprehensive School Health and Safety Programs Unit, Michigan Department of Education has clarified the definition in Field 5: Physical Violence/Assaults to include only those incidents reported to law enforcement.

The new definition reads as follows:

Definition: Indicate the number of incidents reported to law enforcement over the past school year involving a pupil enrolled at school committing a physical assault on school property upon another pupil, or a person employed by or engaged as a volunteer or contractor by the school board. A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Law (MCL).

Enter the number of incidents to be reported in the box located on the submission screen:

Field 5: Physical Violence/Assaults (x)
 Indicate the number of incidents over the past school year involving a pupil enrolled at school committing a physical assault on school property upon another pupil, or a person employed by or engaged as a volunteer or contractor by the school board. A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Law (MCL).

Field 6: Gang-Related Activity (x)
 Indicate the number of incidents where 911 or the police were called to the school property over the past year.

Done Start Nov... Re... SI... Doc... 1:46 PM

NOTE: If a school has no reportable incidents, report a value of zero when a numeric entry is required.

Fields 6 through 28

Enter the number of incidents in each field as illustrated above. Remember, each field must be submitted for your district. If the school has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Remember, to save your submission and submit your data to the database, you must click on the "Save" button found at the end of the submission screen.

Field 41: Courses Not Completed (✓)
 Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that students did not complete

Save Click here to save your submission.

return to list of schools

Done Start Nov... Re... SI... Doc... Internet 1:46 PM

Section Two: Title I – Schoolwide Program

Fields 29 through 32

Each field in this section has a drop-down menu from which you are to select an appropriate response. Click on the appropriate item from the drop down menu to enter the data. These fields are illustrated below:

Field 29: Title I Program

Title I - School Wide Program (SWP)

Field 29: Title I Program (x)
Indicate the level of participation in the Title I Part A program

Click on the item that is appropriate for the school.

Field 29: Title I Program (x)
Indicate the level of participation in the Title I Part A program

School operates a school wide program (SWP)
School operates a targeted assistance program (TAS)
School does not operate either

Field 30: Title I Instruction in SWP

Field 30: Title I Instruction in SWP (x)
Indicate the correct statement that applies

School provides instruction in the four core academic areas of reading/language arts, mathematics, science and social studies
School provides instruction in the four core academic areas and English for LEP students
School provides instruction in the four core academic areas and Voc/Career Education
School provides instruction in the four core academic areas and English for LEP students and Voc/Career Education
School does not participate in a Title I school wide program

Field 31: Migrant Program

Field 31: Migrant Program (x)
Indicate the school's level of participation in the Title I Part C (Migrant) program

School operates a school wide program (SWP) with consolidated migrant funds
School operates a migrant program with non-consolidated funds
School does not operate a migrant program

Field 32: Migrant Project Types

Field 32: Migrant Project Types (x)
Indicate the type of Title I Part C (Migrant) program this facility provides

Regular term only with no extended time or summer/intersession
Regular term with extended time only with no summer/intersession
Summer/intersession term only
Multi-term projects including regular and summer terms with or without extended time
School does not participate in a Title I Part C (Migrant) program

participating students

Section Three: Dual Enrollment

The final section of the SID requires data submission for dual enrollment.

Fields 33 through 41

Each field in this section is numeric. If there are no reportable data for a field, report zero "0". Blank fields will be determined as "incomplete," and will remain marked with a red "x." The following illustrates the format for these fields:

Dual Enrollment

Field 33: Tuition and Fees (✓)
 Record the amount of tuition and fees paid for by the district for eligible and participating students

Field 34: 11th Grade Eligible (✓)
 Record the number of 11th grade students eligible to participate

Field 35: 11th Grade Participants (✓)
 Record the number of participating 11th grade students for whom tuition and fees were paid

Field 36: 12th Grade Eligible (✓)
 Record the number of 12th grade students eligible to participate


Field 37: 12th Grade Participants (✓)
 Record the number of participating 12th grade students for whom tuition and fees were paid

Field 38: Postsecondary Courses Paid (✓)
 Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21 b(1)


Field 39: Postsecondary Courses - Postsecondary Credit (✓)
 Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21 b(1) that were granted postsecondary credit

Field 40: Postsecondary Courses - High School Credit (✓)
 Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21 b(1) that were granted high school credit

Field 41: Courses Not Completed (✓)
 Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21 b(1) that students did not complete


After the dual enrollment data are entered, click on the  button that follows Field 41: Courses Not Completed to submit the data to the database.

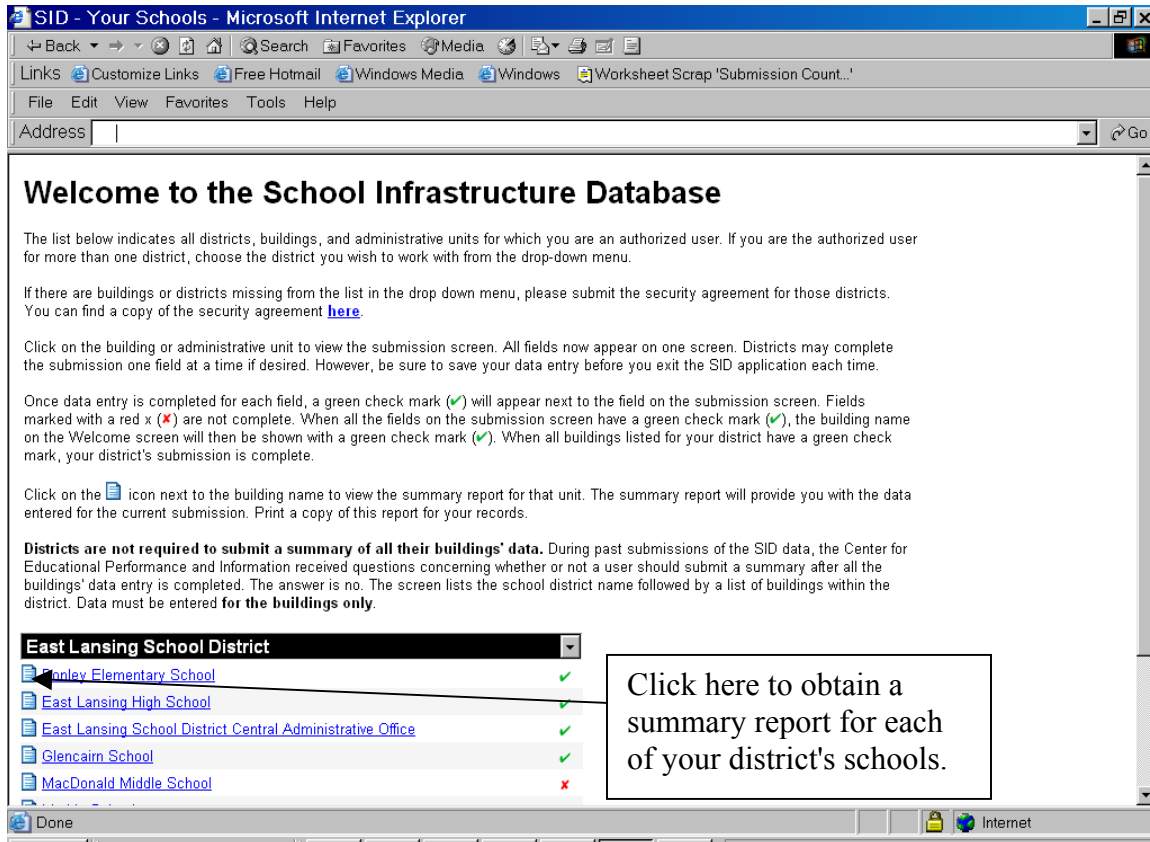
Field 41: Courses Not Completed (✓)
 Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21 b(1) that students did not complete



[return to list of schools](#)

Reports

At any time during the SID submission, a summary report is available that will provide documentation of your submission. Click on the  icon next to the school name on the Welcome Screen to view the summary report for that school. Print a copy of this report for your records. Each school in your district will have a separate report.



The following illustrates the first four fields from the Crime & Safety section of the SID submission. The summary report will include each field reported, followed by the data submitted for that field. The green check mark indicates that the field submission is completed, the red "x" indicates that the field submission is not yet completed.

MacDonald Middle School		
Operating ISD/ESA		
Number:	33	
Operating District	33010	
Number:	05798	
School Number:		
Crime & Safety		
✓ School Safety Practices	YYYYYYYYYYYYYYYYYYYY	
✗ School Safety Plan		
✗ School Prevention Programs		
✗ School Disciplinary Problems		